



State of Montana Job Vacancy

Department of Transportation

Missoula District

2100 W. Broadway

PO Box 7039

Missoula, MT 59807-7039



August 30, 2008

Internally/Externally Statewide

An Equal Opportunity Employer

Job Title: Administrative Assistant
Position No.: 54152213
Division: Kalispell
Location: Kalispell
Job Code: 436113
Type of Position: Full Time October - March Part Time April - September
Work Comp Code: 9421
Bargaining Unit / Code: MPEA / 0000-8
Band: Band 3
Annual Salary Range: 12.817475
Supplement Required: Yes ☒ No ☐
Closing Date: August 12, 2008

Overview

This position serves as an Administrative Support Specialist within the designated District or Area office. Primary responsibilities involve customer service and communications, including permitting, road reporting, and emergency services and communications. The position also provides a range of administrative services to support ongoing engineering and maintenance District operations. The position reports to the District Financial Officer and does not directly supervise other agency personnel

Description of Duties

This position provides a variety of administrative and clerical support services including, but not limited to: answering a multi-line multi-function telephone and two way radio, greeting and directing customers; issuing Motor Carrier Service permits. Responsible for accurately completing and submitting accident and incident forms; responsible for reporting road construction and winter road conditions. Operates various office equipment. Enters data for numerous automated systems into MDT's computer systems. General office duties as required.

Job Requirements

This position requires knowledge of office management, business communications, bookkeeping, records management, and customer service standards. This position is also expected to develop a progressively responsible knowledge of District and agency policies and procedures, emergency response protocols, and specialized database and reporting systems (e.g., road reporting, Adopt-a-Highway, etc.).

Education and Experience

This position requires two (2) years of business, office management, accounting, and communications experience and related customer service training. Payroll experience preferred

Compensation / Benefits

Annual pay raises as granted by the legislature. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays and up to 15 days military leave with full pay.

Application Process:

The application materials required for this position are indicated with check marks.

- ☒ Completed MDT Application (form Online APP-0506 Rev) or the Montana State Application (PD 25).
- ☐ Answers to the attached supplemental questions (include your name and the position number if not applying online).
- ☐ Professional/Employment References listed with contact information.
- ☐ Resumé
- ☐ College or University transcripts. (Copies of transcripts accepted.)
- ☐ Copies of license(s) or certifications upon a conditional offer of employment by MDT.
- ☐ Negative Drug Screen results (testing arranged by MDT) upon a conditional offer of employment by MDT.
- ☐ Other:

VEBA: ☐ Yes ☐ No (what is VEBA)

- ☐ For internal applicants, this position will qualify for reimbursement under the Moving and Relocation Expense Policy (3-0151).
- ☐ Consideration may be given to filling the position with a training assignment.
- ☒ Reference checks will be conducted and considered as part of the selection process.

Supplemental Questions:

Application Materials and Deadline: Complete application materials must be postmarked or sent electronically by the closing date (as indicated below) to a Montana Job Service Office or:

Closing Date: ☐ by 5:00 pm **or** ☐ Open until filled

If applying electronically, go to: <http://www.mdt.mt.gov/jobs/>.

Application materials from interested Department of Transportation employees must be submitted online or received in the _____ office in _____ by 5:00 pm on the closing date.

In-state and out-of-state applications are due by 5:00 pm Mountain Time on the closing date. You can apply for this position online. Alternatively, you may mail a completed State Application Form (PD-25) to the address shown above or to a local Montana Job Service Workforce Center.

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

Late or incomplete applications will not be considered. Failure to turn in all

required documents will result in disqualification from the selection process.

Reasonable Accommodations: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job, or to enjoy equal benefits and privileges or employment available to other employees. If you need such accommodation, contact this agency within 72 hours of needs, to allow us sufficient time to meet your request.

Applicants claiming Veteran's or Disabled Person's Employment Preference (see MDT Application Form) must submit verification of eligibility **prior to the closing date**. Required documents include a DD-214 (military) and/or the PHHS Certification of Disability form and the Employment Preference Form.

In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documents that show authorization to work in the United States. Examples of such documentation include a birth certificate or Social Security card along with a driver's license or other picture ID, or a US passport, or a "green card". Also to comply with the Montana Compliance with Military Selective Service Act, this Agency (Montana Department of Transportation) must verify that the covered applicant has complied with the federal Military Service Act within three days of hire.